



OPEN EXAMINATION
AUDITOR I
FINAL FILING DATE: NOVEMBER 12, 2002



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and must be filed in person on **TUESDAY, NOVEMBER 12, 2002**, from 8:30 AM to 4:30 PM at one of the following **DEPARTMENT OF HEALTH SERVICES, AUDITS AND INVESTIGATIONS LOCATIONS:**

AUDITS SECTION—BURBANK
1405 N SAN FERNANDO BLVD., RM 203
BURBANK, CA 91504

AUDITS SECTION—FRESNO
1782 E BULLARD AVE., RM 101
FRESNO, CA 93710

AUDITS SECTION—GARDENA
19300 SOUTH HAMILTON AVE., RM 280
GARDENA, CA 90248

AUDITS SECTION—OAKLAND
1515 CLAY STREET, SUITE 1902
OAKLAND, CA 94612-1404

AUDITS SECTION—RANCHO CUCAMONGA
10390 COMMERCE CENTER DRIVE, SUITE 130
RANCHO CUCAMONGA, CA 91730

AUDITS SECTION—SACRAMENTO
591 NORTH 7TH STREET, FIRST FLOOR
SACRAMENTO, CA 94234-7320

AUDITS SECTION—SAN DIEGO
7575 METROPOLITAN DRIVE, SUITE 102
SAN DIEGO, CA 92108-4402

AUDITS SECTION—SANTA ANA
28 CIVIC CENTER PLAZA, RM 875
SANTA ANA, CA 92701

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING INFORMATION: If you have a disability and need special arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: Applications (STD 678 Rev, 12.2001) must be **FILED IN PERSON on November 12, 2002**, at one of the above locations. Applications postmarked, personally delivered, or received via interoffice mail will not be accepted for any reason.

SALARY RANGES: \$ 2764 - \$3361 per month.

INTERVIEW DATE: It is anticipated that interviews will be held **November 19, 2002**.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: An Auditor I, after orientation and training, will typically be assigned to assist experienced state auditors in making field audits of the accounts, records, business organizations, state agencies, or other governmental jurisdictions subject to state regulation. As the Auditor I gains experience, he/she will independently make audits or assist with audits of broader scope and greater difficulty.

Positions exist with the Department of Health Services in the following office locations: Burbank, Fresno, Gardena, Oakland, Rancho Cucamonga, Sacramento, Santa Ana, and San Diego.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and

three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SPECIAL PERSONAL QUALIFICATIONS: Willingness to travel and work away from the headquarters office.

EXAMINATION INFORMATION: This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A candidate may be tested only once during any testing period. The testing period for this examination is January 1st through June 30th and July 1st through December 31st.

SCOPE: In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

- A. **KNOWLEDGE OF:**
 1. Basic accounting principles, practices and procedures.
 2. Basic auditing principles, practices, and standards.
- B. **ABILITY TO:**
 1. Apply general accounting and auditing principles and practices.
 2. Conduct the less difficult audits or financial examinations of accounts and records.
 3. Meet with and obtain the cooperation of individuals or representatives of organizations subject to regulation.
 4. Create good will and maintain it in the initiation and completion of an audit and the disclosure of findings critical in nature.
 5. Analyze data and draw sound conclusions.
 6. Analyze situations accurately and adopt an effective course of action.
 7. Prepare clear, complete, and concise reports.
 8. Communicate effectively.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Successful competitors will establish list eligibility for 12 months and are restricted during their 12-month eligibility period from recompeting with the Department of Health Services.

VETERANS' PREFERENCE: Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points through the State Personnel Board. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETREANS CREDITS.

GENERAL INFORMATION

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business work in place of high school on a year-to-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379